

Virginia Center For Behavioral Rehabilitation

RULES FOR RESIDENT PERSONAL PROPERTY

(The Property Guide)

RULES FOR RESIDENT PERSONAL PROPERTY

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Purpose:

This manual outlines the rules governing resident property at the Virginia Center for Behavioral Rehabilitation. This guide can be modified at any time at the discretion of VCBR Administration.

The Virginia Center for Behavioral Rehabilitation (VCBR) will develop and maintain comprehensive rules addressing security and treatment concerns related to the management of resident property. VCBR will also maintain Facility Instructions governing the procedures and processes related to property within and entering the facility.

****Please note that this guide is not all inclusive, and any items that residents are interested in purchasing should receive prior approval before ordering.****

Specific Provisions:

1. Approved Articles and Limits

The purpose of the approved articles and limits list is to provide specific information pertaining to resident possessions and property. Residents are not allowed to receive or possess personal property items not included in this list. The Approved Articles and Limits List explains which articles are allowed, how many articles they may possess, how these articles may be obtained and other details concerning allowable resident property.

The Property Committee which will meet weekly to address resident requests to allow items not included within this manual. Approval to receive items not listed in this manual will only be made under extenuating circumstances when the educational, medical, treatment, or religious needs of the individual depends on the receipt of an item not listed in this manual.

Residents should not order items that are not listed in this guide without PRIOR approval.

When reviewing requests for items not in this Guide, the Property Committee will only approve receipt of an item if receipt of the items directly impacts:

- The medical needs of the resident
- The treatment needs of the resident
- The religious/spiritual needs of the resident
- The educational needs of the resident

Items confiscated as contraband can be appealed to the Property Committee within 5 calendar days of notification. The Property Committee will provide a response within 10 business days to the resident.

Property will be recorded **in the RMS Property Database**. Any property in the resident's possession which is not noted **in the RMS Property Database** will be confiscated and **disposed of by the Facility**. The Approved Articles and Limits List will be updated as required.

All items received at VCBR are subject to inspection and approval. All packages will be opened and screened for contraband without the resident being present. All property/clothing will be screened, searched, x-rayed and approved prior to the resident receiving the item(s). All items **must have a factory label** with a contents/ingredients table indicating what the contents of the package/item are, and/or be accompanied with a Material Safety Data Sheet (MSDS). Any items depicting pictures or logos that glorify the use of alcohol, promote the use of drugs and/or are considered offensive will not be permitted. (i.e. flags, cups, clothing, posters, etc.)

All items must fit through the x-ray machine, which has a maximum size of 30” long, 20” wide and 13” high in the box. This includes vendors, drop-offs and/or mailed packages.

Specific electronic items will have security seals attached by Property staff to protect against tampering or alteration. Seals must remain intact. Any removal of these seals by residents will result in the item being confiscated for inspection. Intentional removal of the seals **will** result in loss of the item. If seals need to be replaced, it is the resident’s responsibility to notify Property Department immediately. Electronic items will be engraved by the Property Department. However, all items will be verified against the resident’s personal property inventory.

Please be advised of the following Virginia Code:

§ 18.2-215. Removal or alteration of identification numbers on household electrical appliances; possession of such appliances.

No person, firm, association or corporation, either individually or in association with one or more other persons, firms, associations or corporations shall remove, change or alter the serial number or other identification number stamped upon, cut into or attached as a permanent part of any household or electrical or electronic appliance where such number was stamped upon, cut into or attached to such appliance by the manufacturer thereof.

No person, firm, association or corporation shall knowingly have in his or its possession for the purpose of resale or keep in his possession for a period in excess of forty-eight hours without reporting such possession to the appropriate law-enforcement agency in his county, town or city a household or electrical or electronic appliance, with knowledge that the serial number or other identification number has been removed, changed or altered.

Any person, firm, association or corporation violating the provisions of this section shall be guilty of a Class 1 misdemeanor.

(Code 1950, § 59.1-43; 1968, c. 439; 1975, cc. 14, 15; 1976, c. 305.)

This guide can be modified at any time to the discretion of the Department of DBHDS and the Commonwealth of Virginia.

2. List of Approved Vendors

Commercial Approved Vendors

**Dollar General
Medina Oil
Haband
Best Buy
Edward Hamilton
Dick Blick
Olides.com**

Secured Approved Vendors

**Keefe
Union Supply
Walkenhorst
Keefe Access Secure
J.L. Marcus**

3. Pre-Approval for Items not Listed in the Guide

Annually, the Property Committee accepts resident suggestions for items to be included within this Guide.

Unless prior approval is provided by the Personal Property Committee, residents are not allowed to receive or possess property items not included in this Guide.

Any items not listed in this guide or pre-approved for possession by the Property Review Committee will not be provided to the resident. It is the resident's responsibility to either:

- i. Assure the item is allowed per this guide (considering applicable limitations to specific items), or
- ii. Obtain PRIOR approval to receive the item from the Property Review Committee.

To request prior approval for an item not listed in this Guide, the resident shall submit a Resident Request/Correspondence Form addressed to the Property Committee requesting permission to order the item. The request shall include the following:

- A description of the item requested
- The name of the vendor the item will be ordered through if approved
- If possible, a picture of the item
- Information related to how the medical, treatment, educational, or religious needs of the resident depend on receipt of the item

When reviewing requests for items not in this Guide, the Property Committee will only approve if receipt of the item directly impacts:

- The medical needs of the resident
- The treatment needs of the resident
- The religious needs of the resident
- The educational needs of the resident

If a resident is denied possession of an item, the resident will be issued a memorandum from the Property Committee indicating the reason possession was denied (e.g., not allowed in Property Guide, offensive language, etc.).

****NOTE: Effective August 1, 2014, there is no final appeal process for property or media items. Items not approved per this guide or pre-approved must be disposed of using the disposition process.****

4. Packages

The allowable number of packages per quarter is based on the resident's phase. No additional packages for residents with green cards.

- **Residents in Phase 1 are allowed 2 packages per quarter.**
 - **Residents in Phase 2 are allowed 3 packages per quarter.**
 - **Residents in Phase 3 are allowed 4 packages per quarter.**
- (See chart below for the quarterly cycle.)**

A *package* is defined by the Postal Service as: **Contents are unbendable or over $\frac{3}{4}$ inches thick.** An example would be a CD, Video game, etc. **If an envelope (padded or regular) is sent through the mail that contains an item that needs to be inventoried, it will be counted as a package (note pads, calendars, address labels, etc. This list is not all inclusive)**

The package must not weigh more than **25 pounds** and must be within the 30"x 20"x 13" (L x W x H) dimension limit. **The Property Department will use the weight documented on the shipping label.**

Packages may be delivered by mail or dropped off by a visitor **during regular visitation hours only.** Packages being delivered can only be left for the resident being visited. ____

The correct mailing address for VCBR is P. O. Box 548 Burkeville, VA 23922.

Residents are not allowed to receive mail or packages from current or former staff of VCBR. Any mail or packages of this nature will be confiscated and **disposed of** by VCBR.

All mail and packages (including those dropped off) must clearly provide required information. A package and mail received without the required information will not be accepted and will be returned to sender. Required information includes:

- Full name of the resident
- Full return address of the sender
- Full name of the sender
- Post marks must match the return address
- All information must be legible

If the package does not have a return address, it is deemed undeliverable and returned to the local postal office. The local postal office forwards all undeliverable mail to USPS Mail Recovery Center. It is not VCBR's responsibility to recover returned packages.

All packages must be sealed appropriately before arriving to the facility. This includes packages that are mailed in and dropped off. All incoming **mail** and packages are subject to address verification. This verification may take place before

the package/**mail** is issued. If the address cannot be verified, the package /**mail** will be confiscated by VCBR.

Items being sent out for repair/replacement will not count as a package as long as the item is being sent to a company and the company sends the same type of item back.

VCBR will not be responsible for any items mailed or dropped off to residents that have been damaged. Items delivered from a vendor that are damaged must be handled through the vendor.

If determined through investigation a resident is providing packages to another resident that is on package restriction or at their quarterly limit, the resident who is providing the packages will be referred to the treatment team and placed on an individualized package restriction immediately. Also the resident that is currently on restriction will be referred to the treatment team for a possible extension on his current restriction.

Official letterhead must accompany anything coming from other Facilities (churches, VA Hospitals, etc.). This will be reviewed on a case by case basis.

If a vendor order is shipped in multiple boxes (properly labeled w/ same order number) each box is considered a package towards the resident's package limit. It is the resident's responsibility to inform vendor of package restrictions. **VCBR will not be responsible for multiple packages from a vendor.** Residents will be held responsible for vendor errors. All items received must have a factory seal and/or label. A contents/ingredients table indicating what the contents of the package/items are or Safety Data Sheet (SDS) **is required.**

All mail and packages that are addressed to the facility with a fictitious "company name" using VCBR's address, whether it is the street address or the post office box, will be returned to sender. An observation note will be generated if this occurs.

All items received at VCBR are subject to inspection. All packages received will be opened and screened for contraband without the resident being present. This inspection may include a search of individual items and x-ray.

Packages received are processed and delivered to residents as quickly as possible using available resources; residents should not expect a set timeframe for delivery **as VCBR does not have a set time to deliver external packages to residents.**

Any packages over the quarterly limit will not be processed. Residents will receive a confiscation form, and the package will be disposed of via the disposition process within 30 days of receipt of the confiscation form. Packages will not be held from one quarter to the next. There will be no appeals or exceptions for holding property from one quarter to the next. **The Property Department will not contact you. It is your responsibility to follow the disposition process within 30 days.**

Quarterly Cycle
April - June
July - September
October - December
January - March

If you have any questions or concerns with packages **and/or property**, residents must send a request to the Property Department. Property will not be discussing the status of your packages with outside sources (i.e. family and friends), unless the Property Department has an issue that directly affects someone other than the resident. In this situation, the Property Department will initiate the contact with the proper person.

5. Food Items/Miscellaneous

Food items may be purchased through a retail vendor only. Canned sodas and canned juices are permitted in personal packages but should not exceed 20 oz. each. Residents are allowed to order 16.9 oz. bottled water (plastic only) from legitimate vendors only. Residents are not permitted to receive bottled water from home. Residents are not allowed to receive **no** more than 24 canned sodas at one time whether it is an order from a vendor or a package(s) being dropped off. Residents may have no more than 24 canned sodas, canned juices, and /or bottled water in their possession at a time. All items must be factory labeled and factory sealed. No perishable food items allowed. Canned items must have pop tops, no can openers are allowed.

Food items requiring refrigeration after opening must be single serve items able to be consumed by an average individual in one setting.

Food items that require extended cooking and/or changing of temperatures during the cooking process and cooking for an additional extended time period will not be approved. Instant food items and items that can be heated in the microwave five minutes or less will be approved. **Packaging must have microwavable instructions.**

Consumable items (i.e. food, candy, etc.) arriving in personal packages, even if in original packaging will not be permitted. Items in glass containers are prohibited.

Food items such as sugar, yeast, and flour (this list is not all inclusive) are not allowed in the facility.

No energy drinks or energy powders are allowed.

Items such as vitamins, creatine powder, various protein powders, dietary supplements, etc. (this list is not all inclusive) will not be approved through the Property Committee.

6. Items Obtained from Retail Vendor

- A. Items must be shipped by the retail **approved** vendor where purchased, with a preprinted or store-stamped label on the outside of the package from the vendor where purchased. Property staff must be able to determine the origin of the package either by commercial printing, invoice or receipt, and/or be able to contact the vendor or the package will be returned to the sender at the resident's expense. Residents are encouraged to obtain and retain receipts for items purchased. All property received from retail vendors must be new or refurbished by the vendor. Vendors are subject to verification. If a vendor cannot be verified, the package may be disposed of using the disposition process.
- B. Free gifts that **do not** accompany the order will be counted as a package. Free gifts that come with orders **will not** be counted as an additional package. Non-allowable items will follow the disposition process. Allowable items will be delivered to the resident as long as the package is within the property guidelines.
- C. Glass items are prohibited.
- D. No metal tins will be allowed. This includes metal tins that contain food items such as cookies, nuts, etc. The contents of the metal tin must be in clear plastic packaging in order to receive the contents. If the contents are not encased in clear packaging, the entire item will be considered to be contraband, and will have to be disposed of by following the disposition process (mail out, visitor pickup, donate, or destroy).
- E. Vendors may be contacted by the Property Department when processing and/or shipping discrepancies occur or at the discretion of the Facility.

F. The following are approved vendors:

Commercial Approved Vendors

Dollar General

Medina Oil

Haband

Best Buy

Edward Hamilton

Dick Blick

Olides.com

Secured Approved Vendors

Keefe

Union Supply

Walkenhorst

Keefe Access Secure

J.L. Marcus

7. Damaged, Destroyed or Missing Property

Residents are responsible for the security, care and maintenance of their personal possessions. VCBR will not be held responsible for misplaced, broken, destroyed, or stolen items unless a staff member's direct action resulted in the misplacement, breaking, destroying, or stealing of the item (i.e. the staff member dropped the item, etc.)

To **report** damaged, destroyed, or missing property, the resident must notify a **Unit Manager, Facility Manager** or Security Team Leader immediately. The resident must also submit a written **request** to the Property Committee within 10 business days **of the event in order for the Property Committee to review the information**. The following information must be given to the **Unit Manager, Facility Manager, or Security Team Leader** and included in the written request submitted to the Property Committee:

- Item allegedly damaged, destroyed, or missing
- Staff person allegedly responsible
- Date/Time of the alleged event that resulted in the item being damaged, destroyed, or missing
- Any other information relevant to the allegation
(**i.e. confiscation forms, receipt of purchase**)

Any residents that do not follow the proper procedure for disposing of an item will be placed on a 1-year waiting period from the date the resident submits the request, before being able to purchase or receive that item again.

The **Unit Manager, Facility Manager, or Security Team Leader** will investigate the allegation and submit the findings to the Property Committee for review. The Property Committee will review the findings and will submit a written notice to the resident with the decision.

- A. In order for a resident to remain eligible for any reimbursement from VCBR, the property allegedly damaged, destroyed, or missing must be listed on the resident's personal property list. Residents must be able to provide proof of ownership (i.e., produce original receipt).
- B. For items alleged to have been damaged, destroyed, or misplaced by VCBR, if fault of the facility is determined by the internal investigator, VCBR will cover the value of the item in accordance with this policy up to the limit of liability; any additional cost is the responsibility of the resident. The maximum amount of reimbursement is limited to \$200 per claim per resident (i.e., each occurrence/date of damage, destruction, or item missing may result in no more than \$200 reimbursement).

- C. VCBR's limit of liability (i.e. maximum amount of money the facility will pay for an item of personal property which is damaged, destroyed or lost due to the fault of the facility) for specific items of personal property on your property list is:
1. Electronic equipment: \$1.00 to \$200.00
 2. Watches and rings: \$1.00 to \$50.00
 3. Other Jewelry: \$1.00 to \$10.00
 4. All other items: \$1.00 to \$50.00
- D. The amount of reimbursement to a resident will be based on the Depreciation Calculator. This calculator computes the depreciated value of an item, given the items' age and replacement value.
- E. Residents are responsible for securing their property. VCBR will not be responsible for reimbursement or replacement of resident's property, including state items, that were left unsecured, left in the laundry room, or left in a common area. This includes any property in a room in which the door lock has been disabled by a resident. **This includes leaving the facility for a medical appointment, admission to the hospital, being housed on Unit 4A, Unit 4B, or incarceration.**
- F. VCBR requires that all personal property such as radios, TVs, and other electronic equipment be labeled and engraved with a personal property identification tag with the resident's name in order to account for any property that is reported missing, stolen, or damaged. Items discovered with missing or altered identification tags or tamper seals will be confiscated. Residents who refuse to have the property labeled will not be allowed to receive that property item.

8. Contraband, Excess Property and Damaged / Worn Out Property

- A. **Contraband**, whether discovered upon entry into the facility (e.g., by mail or drop-off) or is found within the facility, will be confiscated and disposed of according to the procedures outlined in **Facility Instruction No. 127: Searches and Contraband**. In brief, items deemed by Property or other discovering staff to be *nonconforming* property (e.g., items that are too large or too numerous) will be disposed of according to the reasonable wishes of the resident within a certain period of time following the confiscation; items deemed to be *non-dangerous* (e.g., garbage) or *dangerous* contraband (e.g., weapons, sharps, **tobacco, alcohol**), however, will be disposed of by the facility immediately and without regard to resident preference. Any property can be reviewed for safety and security reasons; and denied if the property poses a risk. The property committee will review past events, contraband and confiscated items as part of the annual policy update. All confiscations will be logged on a confiscation notification form (VCBR 226.3) and a copy will be provided to the resident at the time of the confiscation or as soon afterward as reasonably possible.
- B. If dangerous contraband is found in a package, the entire package will be considered contraband and will be disposed of at the Facility's discretion. The resident does not have the ability to use the disposition process.
- C. If items are confiscated during a room search conducted by VCBR staff, the resident has 10 business days to appeal the confiscation to the Property Committee.
- D. **Excess Property** is property that does not fit in the VCBR approved storage. Excess property or property the resident no longer needs, will be disposed of (See Section 8: Disposal). All items in excess of the provided storage in the residents room is deemed to be contraband and must be disposed of. **A property restriction may be put in place due to excess property.**

Property limits can be determined by the following:

- VA Fire Code
- Issued Storage
- Room Inspections

VA Fire Code:

All items will be reviewed on an individual basis to ensure it complies with fire code standards.

- Flame retardant curtains (will be issued by facility)
- Nothing blocking/covering lights, vents, intercoms
- Nothing hanging from ceiling or vents
- All storage and **wall hangings** must be 18" below the sprinkler system
- Storage on shelf and desk does not exceed 12" high
- No excessive storage of paper products or **cardboard boxes**
- No tampering with electrical outlets
- **No surge protectors, no extension cords, or GFI receptacles**
- Some property items must be *flame retardant*. (i.e. blankets, rugs, pillows, curtains) (Each will be reviewed on a case by case basis)

- E. **Damaged / Worn out Property** is property which is broken, altered (i.e. item not in the original packaging) or worn out (i.e. damaged to the extent that it is nearly or completely unserviceable will be classified as contraband). If staff discovers this property, the items may be subject to disposal at the facility's discretion.

When residents wish to dispose of any item because of damage, wear, or other reason, they must notify Property Staff via resident request to have the property disposed of and change made to resident's inventory.

- F. **Storage:** All personal property owned by a resident must be able to fit within the approved storage areas provided within the resident's room (e.g., wardrobe, footlocker, etc.). This includes electronic items (televisions, video game systems, etc.). While all items do not need to always be kept in storage areas, all items must be able to fit within the provided storage areas.

At any time, a resident may be asked to verify that their possessed items are able to fit within the provided storage areas. If possessed items are not able to fit within approved storage areas, the resident must select items to dispose of so that possessed items may fit into the provided storage area. Items that do not fit will be considered contraband. Please refer to page 14 for contraband procedures.

Approved storage areas include wardrobes and footlockers, etc. and are provided according to the type of room the resident is assigned.

Additional containers such as clear bags, plastic containers, or storage containers not provided by VCBR are prohibited.

Storage areas are not the property of the resident and may not be transferred between residents, shared amongst residents, or taken with a resident when the resident changes rooms.

Property left in common areas will be considered contraband, and will be confiscated and disposed of at the Facility's discretion.

9. Disposal

- A. Contraband property will be disposed of or retained by the facility. Any property confiscated that does not belong to the resident (i.e. CDs, DVDs, clothing, electronics, **this list is not all inclusive.**) will be retained by VCBR staff and disposed of at the facility's discretion. In the event the contraband is deemed to pose a threat to the health or safety of residents and staff, it will be disposed of immediately at the discretion of the Supervisor.
- B. Residents are allowed 30 days to dispose of excess property, damaged or worn out property upon receipt of the Confiscation Notification Form or Property Disposition Form from the Property Department. Packages will be returned to sender at the resident's expense, arranged to be picked up by a visitor, donated or destroyed. **Residents are responsible with keeping up with the 30 day timeframe. The Property Department will not be sending out any reminders.**

After 30 days, the items will be donated or destroyed.

C. When a resident chooses to ship property, that is on his property inventory, via US Mail or UPS, the resident must submit the property and/or documentation unsealed for inspection. The package will be shipped from the facility within 15 days of receipt of the Resident Fund Withdrawal form from Financial Services.

D. Residents need to submit a request form to the Property Department for items that need to be picked up at Front Entry. The request should be submitted 3 to 4 days before the pickup date. Any items being picked up must be listed on the resident property inventory.

E. Residents cannot donate items to the Facility.

F. It is prohibited to use VCBR as a distribution center (i.e. store box)

G. If an item is confiscated that may provide evidence in an investigation, including clinical investigations, this item may be turned over to the appropriate agency.

H. A resident has the ability to appeal a decision to the Property Committee within 5 days of receipt of the Property Confiscation Form.

Type of Review	Processing Time	Next Step	Final Step
Approved Property	Packages received are processed and delivered to residents as quickly as possible using available resources; residents should not expect a set timeframe for delivery as VCBR does not have a set time to deliver external packages to residents.	Deliver to Resident	N/A
Media for Clinical Review	4 Business Days (to get to Clinical once processed by the Property Department)	7 Business Days for Clinical Review and Return	<ul style="list-style-type: none"> Within 3 business days if approved, the Clinical Department will deliver the item(s) See final line below
Appeals to Property Committee	Weekly (per scheduled Committee Meeting)		<ul style="list-style-type: none"> If approved, property is delivered as quickly as possible using available staff resources. If disapproved disposition process must be followed.
Media Disapproved	N/A		<ul style="list-style-type: none"> Final Appeal for <i>Media</i> to Clinical Director (this is the final step)

10. Borrowing, Lending, Gambling, or Giving Property

Borrowing, lending, selling, trading, buying or giving property, state issued food items, personal clothing, or state issued clothing, shoes, laundry bags, or commissary away is prohibited amongst residents.

Any property is subject to search and confiscation if found to be borrowed, lent, or given to another resident.

VCBR is not liable for any transactions related to borrowing, trading or lending of items. The Property Committee will not review request for borrowing, lending, or trading of resident property.

Purchases from the VCBR Market Store may not be resold to another resident.

Any residents that do not follow the proper procedure for disposing of an item will be placed on a 1-year waiting period from the date the resident submits a request, before being able to purchase or receive that item again.

11. Admissions, Transfers, & Discharges

- A. Clothing must not be altered, must be in good condition and quantities must not exceed clothing limits set forth in the property guide.
- B. Residents will not receive state items if they are in possession of comparable personal items. Please refer to Facility Instruction No. 152.**
- C. Upon admission to VCBR no opened canteen food or hygiene items are allowed. Residents will receive a confiscation form.
- D. Upon admission residents will be advised of procedures and will be given the opportunity to sign the Resident Personal Property form. If the resident refuses to sign, this will be noted on the form.
- E. During admission, residents are expected to provide a mailing address or **designee** to send their personal property to or **pickup** upon discharge or transfer to a local or regional jail or Department of Corrections. A resident may change this address or **designee** at any time by sending a written request to the Property Department. Failure of a resident to provide an address **or designee** to send personal property to shall not exclude a resident from the procedures in this section.
- F. It is the resident's responsibility to initiate contact with the Facility **to start the disposition process of their personal property** after being transferred.
- G. In the event of resident incarceration, the Property Department will inventory the resident's property within 15 days of incarceration. This process is for single and double bunked rooms.**
- H. If a resident is incarcerated the inventory list generated during the out-processing will become the current property list for the resident. This is the list that will be used to distribute the resident's property upon his return.
- I. If the resident has not provided an address **or designee** or the items are returned to VCBR as undeliverable, the property will be stored for a period of 60 days to allow the resident and/or Authorized Representative to contact VCBR regarding the property. If no contact by the resident or

Authorized Representative has been made within 60 days, the items **will** be donated or destroyed as determined by the Property Department Staff in consultation with the Chief of Security and Director of Programs Services. If contact is made by the resident and/or family within 60 days, the resident or family must provide an address to send the property to or arrange for the items to be picked up from VCBR.

- J. If a resident is away from the Facility for over 60 days, their personal property will follow the VCBR property disposition process.
- K. Items will not be held by VCBR past 60 days of transfer of a resident to a local or regional jail or Department of Corrections.
- L. When residents are temporarily assigned to Unit 4A, property will be secured in resident's permanently assigned room. If applicable, the resident's wardrobe will be locked. Property from the resident's room will not be exchanged beyond initial admission to the Medical Unit.
- M. Behavioral assignments and **medical (Unit 4A/4B)** will be given limited personal property only by physicians order.
- N. Other provisions in individual treatment plans may also affect further property limitations or privileges.
- O. Personal Property will be inventoried outside of the resident's presence.

**** PLEASE NOTE: Residents are responsible for the cost of postage/shipping for any items being shipped out of the facility. It is also the responsibility of the resident to ensure that VCBR has a current and accurate address or designee for resident personal property to be shipped. It is the resident's responsibility to inform the Property Department at least 5 business days in advance of any changes ****

Discharges

- A. Property items will be reviewed for holding when a resident has been granted conditional release. The Property Committee will review items on a case-by-case basis. Any item for review should be submitted to the Property Committee prior to the item being sent to the Facility. Any item not submitted through the pre-approval process will be denied.

- B. Residents being discharged from VCBR who require assistance with transportation will be limited to three (3) large boxes or six (6) medium boxes of property to accompany them. Prior to the discharge date, it is the resident's responsibility to send his property home or dispose of it in compliance with VCBR policies and procedures. **Any property being picked up should be picked up before the resident's discharge.** Any items left behind will be disposed of by the Facility.
- C. In accordance with §37.2-706, if any individual receiving services in VCBR dies or is released or discharged and leaves any article or personal property, including bonds, money, and any intangible assets, in the custody of VCBR, the Property Department, in consultation with the Chief of Security and Director of Program Services, may, after notification in person, by telephone, or by registered mail to the individual and after the lapse of three years from the date of the death or discharge, if no claim has been made destroy or dispose of personal care articles, articles of clothing, and other belongings. Personal and private papers, writings, drawings, or photographs that would compromise the privacy or confidentiality of any person who may be the author, creator, or subject of them shall be destroyed.
- D. Electronic items being donated to other residents upon discharge must conform to the current property guide. (Items that are no longer approved in the property guide cannot be grandfathered in for another resident.) Items being donated must be turned in to the Property Department to be retagged and both residents must submit requests to the Property Department Please remember that an electronic item is defined as any item that has to be plugged in to an electrical outlet in order to work. All items will be verified against the resident's personal property inventory before approval of the donation. **Clippers, trimmers, razors, shavers, etc. cannot be donated due to infection control issues. Any donated items will not be returned to the original owner.**

12. State Issued Clothing

Completed clothing exchange forms are to be placed in the unit mailbox. Clothing sheets are to be submitted by residents on an as needed basis, but only one sheet per month will be processed. Requests for specific colors will not be honored. Items requested must be size appropriate. All requests will be processed at our earliest convenience. (Refer to Facility Instruction 152) **State issued clothing items will not always be new.**

Residents in possession of comparable items will not be issued state items.

State issued clothing for residents in need may include the following:

ITEM	REPLACEMENT PRICE	NUMBER ISSUED	# OF MONTHS BEFORE EXCHANGE
T-Shirts	\$2.43 to \$6.80 each	5	3 months
Underwear	\$1.40 to \$2.79 each	7	3 months
Tennis Shoes*	\$19.60 to \$29.95 per pair	1	6 months
Blue jeans	\$10.67 to \$14.50 each	3	1 year
Socks	\$5.26 per dozen	7	6 months
Winter coat	\$26.10 to \$33.75 each	1	2 year
Sweat Suit	\$10.29 to \$20.86 each	1 set	6 months
Pajamas	\$10.63 to \$18.10 each	1 set	6 months
Robe	\$10.34 to \$20.39 each	1	1 year
Polo shirt	\$13.50 to \$28.90 each	3	6 months
Shower Shoes	\$1.43 per pair	1	6 months
Belt	\$11.50 to 12.50 each	1	1 year
Windbreaker Jacket	\$11.36 to \$25.00 each	1	1 year
Knit Cap	\$1.10 each	1	1 year
Laundry Bag	\$3.00 each	1	1 year

* Residents requiring wide width shoes will be measured by Medical. The Medical Department will notify the Property Department.

**This list is not all inclusive.*

B: State issued hygiene items for residents in need may include the following:

ITEM	Weekly Exchange	No More Than....
Lotion	1:1 Exchange	2
Shampoo	1:1 Exchange	2
Soap		3
Tooth Brush	1:1 Exchange	1
Toothpaste	1:1 Exchange	2
Toilet Paper		3
Soap Powder	1:1 Exchange(Every 2 months)	1

C. Any state issued clothing exchanged **due to being altered by a resident** will be charged to the resident's account. Normal wear and tear of clothing is excluded.

The resident will receive hold of funds notification if items are altered.

- D. Measurements will be taken at time of admission to ensure appropriate shoe and clothing sizes.
- E. If a resident has more than the allowed amount of hygiene items in his possession, it will be confiscated and deemed contraband.
- F. Each resident room will be outfitted with the following item:
 - a. (1) Door Curtain
 - b. (1) Window Curtain
 - c. (1) Pillow
 - d. (1) Pillow Case
 - e. (1) Set of Sheets
 - f. (1) Blanket
 - g. (1) Mattress
 - h. (1) Trashcan
- G. Residents will sign and be responsible for all room furnishings.

13. Personal Clothing

- A. Residents are allowed to wear personal clothing. **Clothing must be gender, size, and climate appropriate.** The following restrictions apply to all resident personal clothing:

Not Allowed	Rationale
Clothing with printed pictures or logos that glorify the use of alcohol or promote the use of drugs; abusive language, firearms, gang symbols, or other items that promote violence or may be considered offensive.	Dangerous contraband: potential to incite other residents detracting from therapeutic nature of the environment
Trade names that may be considered offensive or gang-related. Items in question will be reviewed by the Property Committee and may be restricted.	Dangerous contraband: potential to incite other residents detracting from therapeutic nature of the environment
Leather clothing with the exception of belts, suspenders and footwear.	Nonconforming contraband: potential to for sexual provocation; clinically inappropriate
Clothing that resembles that of uniformed staff.	Dangerous contraband: potential for use in an escape attempt
Clothing that resembles religious clergy professionals	Dangerous contraband: potential for use in an escape attempt
Reversible clothing (unless both sides are identical)	Dangerous contraband: potential for use in an escape attempt
Tear-away clothing	Nonconforming contraband: potential to for sexual provocation; clinically inappropriate
Patches larger than 4" x 4". All patches must be part of the original manufacturing of the garment.	Nonconforming/dangerous contraband: potential for inappropriate content that is sexually inappropriate or potentially incite others
Inside hidden pockets.	Dangerous contraband: potential for hiding dangerous objects
Rubber clothing	Nonconforming contraband: potential to for sexual provocation; clinically inappropriate; Dangerous – potential for use in suffocation to self or others
Clothing that would pose a risk to the personal safety of an individual.	Individually evaluated using the guidelines established by the property rules
Camouflage clothing of any kind, color , and/or material (Includes: Bedding, etc.)	Dangerous contraband: potential for use in an escape attempt
Flags and/or Posters that glorify the use of alcohol or promote the use of drugs; abusive language or language that may be considered offensive.	Dangerous contraband: potential to incite other residents detracting from therapeutic nature of the environment

14. Total Clothing Limits (Including State Issue)

Quantity	Unit	Item	Description, if any
2	Total	Athletic Supporter	
4	Total	Braces or Supports	Slip on style elastic or Neoprene only. Designed for ankle, wrist, elbow, or knee. No metal or plastic stays (dangerous due to potential to misuse/alter metal/plastic). (All other requests must be approved by a physician)
1	Total	Bath Robe	Knee length or longer
2	Total	Suspenders	Fabric, leather or elastic
2	Total	Belt	Maximum 2", single thickness only. Belts with studs, conches and any other attachments will not be allowed. No nicknames, or gang-related symbols. Reversible belts are not allowed. (dangerous contraband: potential to incite other residents detracting from therapeutic nature of the environment)
4	Total	Cap/Hat	Baseball/duck-billed caps/stocking caps/bucket caps/cowboy hats. Printed pictures or logos that may be considered offensive or which advertise alcohol or drugs will not be permitted; (dangerous/nonconforming contraband: potential to incite other residents detracting from therapeutic nature of the environment).
10	Max	Hangers	Plastic only. Single layer only (Dangerous contraband – metal can be misused)
2	Total	Coat/Jacket	No trench coats, ¾ or full length coats, snowmobile suits or coats that resemble that of uniform staff. No zip in hoods. No reversible coats/ jackets . (Dangerous contraband: potential for use in an escape attempt or to hide from staff)
1	Total	Raincoat/Poncho	Thin / Clear plastic only. No rubber Nonconforming contraband: potential to for sexual provocation; clinically inappropriate; Dangerous – potential for use in suffocation to self or others
2	Pair Total	Gloves/Mittens	No full leather, leather like material, zippers or compartments (dangerous – potential use for climbing fence). Mid forearm length maximum. Insulated allowed.

2	Pair Total	Recreational Gloves	Handball, weight lifting. No weighted or padded gloves (dangerous – potential use for climbing fence).
2	Total	Earmuffs/Winter Headband	For winter use, no metal. (Dangerous – metal can be altered).
2	Total	Handkerchief, Du-Rag	No offensive patterns allowed.
2	Total	Athletic Headband	Cotton
2	Total	Pajamas	
2 Pairs	Total	Insoles	
5	Total	Shoes: to include any combination of approved types (boots/tennis/jogging/sandals/slippers/moccasins) Shoe Strings: Solid colors only	Height/weight limits: heels 2” high, soles 1” thick; total height of boot from floor 18”. No safety or composite toes allowed; No pointed toes (dangerous – potential use for inflicting harm to others). No pockets, compartments, removable parts (exception: boot liners), or lights (dangerous – potential use to hide dangerous objects or other contraband). Shoe strings for a pair of shoes must match. Shoestrings must be tied to the front. Only one set of shoe strings per pair of shoes allowed (dangerous – potential use in harming self or others). This excludes work boots supplied by VCBR.
1	Pair	Shower shoes	Used on unit only.
1	Total	Shower cap	Clear Plastic only.
7	pair	Socks	
4	Total	Sweat shirts or sweater	Sweatshirts may have front/outside pockets, zippers, buttons or hoods.
4	Total	Sweatpants/Wind-breaker pants / Jogging Pants	Elastic or drawstring waistbands. 5 pocket max. No hidden pockets (dangerous – potential use to hide dangerous objects or other contraband). No tear off (nonconforming contraband: potential to for sexual provocation; clinically inappropriate).
2	Each article	Suit Coats, Pants, Vests	Two full suits allowed.
2	Total	Ties	No offensive content or patterns allowed.
12	Total	Shirts/Undershirts/T-shirts	All sleeveless undershirts including muscle shirts and tank tops may be worn on the unit or at recreation only. No sleeveless tanks permitted in group, class, halls, or visitation. No shirts that resemble uniformed staff allowed. (dangerous - potential misuse to signal

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			gang or violent activity and potential for use in an escape attempt).
12	Each	Under shorts/Briefs/Boxers	
5	Total	Pants	No cargo pants. Traditional style pants with no hidden pockets, <u>this does not include a watch pocket</u> ; dangerous – hidden pocket could be used to hide dangerous objects and/or contraband.
5	Total	Shorts	No cargo shorts. Shorts 6” inseam or greater. No cutoffs (Nonconforming – altered). Note: Undergarments or Athletic Supporter must be worn with all shorts.
2	Pair	Long Thermals	Single ply thermal knit only. Must be worn under shirts , shorts, or pants.
4 (2 sets)	Total	Wristbands	Cotton

15. Religious Items

Quantity	Unit	Item	Description, if any
1	Total	Prayer Rug	Up to 2' x 6' maximum size. Must be flame retardant.
4	Total	Religious Headwear	
1	Total	Rosary	No glass. Must conform to jewelry/necklace standards.
1	Total	Prayer Shawl	Up to 72" long x 22" wide maximum size

This list is not all inclusive. Other religious items will be reviewed on a case by case basis **through the pre-approval process only.**

16. Jewelry

All jewelry must be gender appropriate.

1. Rings: Limit 2

- a. Plain wedding band or other ring bands with stones.*
- b. Stones must be embedded or recessed.
- c. Size limit: 1/8" thick band, 1/16" extension of stone beyond band and a maximum width of 1".

2. Bracelets: Limit 2

- a. No charms or pendants; (dangerous – potential to cause harm to individual if snagged)

3. Necklaces: Limit 2

- a. Must be single unit which cannot be disassembled.
- b. May not be made of glass, porcelain or ceramic; (dangerous – potential to cause harm to others if broken or altered).
- c. Maximum length 24 inches
- d. Maximum width ¼ inch
- e. Maximum size 1 inch
- f. Pendant or charms; maximum size 2"w X 2"l

4. Watches: Limit 2

- a. Wrist, pocket, or stopwatch
- b. No pocket-watch chains or cords that exceed 12 inches; (dangerous – potential to cause harm to individual if snagged).
- c. Single layer watch bands-no width requirement. Double layer watch bands-maximum 1" wide.
- d. No internet access (nonconforming – unstructured internet access prohibited).
- e. No camera capabilities (dangerous – potential for use in escape or aggressive acting out).
- f. No functions that will interfere with the unit television; (nonconforming – potential interference to other residents and misuse with VCBR property).
- g. **No smartwatches, Fitbits, or the like.**

5. Earrings: Limit 4 Pair

- a. Hoop and/or stud earrings permitted(½"w x ½"h)

6. No body jewelry. This includes gauges and tongue rings.

***Residents who have received permission to marry, must have the wedding ring(s) sent to the Facility prior to the ceremony to ensure the ring is added to their inventory and that the resident is not over the allowed limit of rings.**

17. Hygiene Items

All consumable hygiene items without a specific quantity should be ordered within reason of storage space provided. No products containing alcohol or that are aerosolized, or items with contents under pressure will be permitted. **No products larger than 24 oz. Residents are not allowed to receive all hygiene items from home. Some hygiene items must be received directly from a vendor. Please refer to the chart below.** All items must have a contents/ingredients table indicating what the contents of the package/item is, and/or be accompanied with a Material Safety Data Sheet. Items with no specified *Quantity/Unit* are unlimited, but must be stored appropriately at all times.

Quantity	Unit		Item	Description, if any
4		Vendor Only	Aftershave	Maximum size 24 oz.
4		Vendor Only	Baby oil	Maximum size 24 oz.
4		Vendor Only	Fragrance Oil	Only 4 oz. will be permitted Item must be in the original factory labeled container. Must be gender appropriate.
4		Vendor Only	Baby Powder	Maximum size 24 oz.
4		Vendor Only	Carmex/Chapstick	Non-medicated
4		Vendor Only	Cocoa Butter	Maximum size 24 oz.
4	Packages	Vendor Only	Dental Picks	Maximum 75 picks per package
4		Vendor Only	Deodorant	Maximum size 24 oz.
4		Vendor Only	Hair Gel/Oil	Maximum size 24 oz.
4		Vendor Only	Mouthwash	Maximum size 24 oz.; only non-alcohol permitted
4	Total	Vendor Only	Shampoo/Conditioner	Maximum size 24 oz.
4		Vendor Only	Shaving Cream	Maximum size 24 oz.
4		Vendor Only	Magic Shave	Maximum size 24 oz.
4		Vendor Only	Shaving Soap	Maximum size 24 oz.
4		Vendor Only	Lotions	Maximum size 24.5 oz.
12		Vendor Only	Soap, Bar	
4		Vendor Only	Body Wash	Maximum size 24 oz.
4		Vendor Only	Toothpaste	Maximum size 24 oz.
4		Vendor Only	Dish Washing Liquid	Maximum size 16.0 oz.
1	Each		Clipper, Fingernail	No file attachments; (Dangerous – potential to be used to harm self or others)
1	Each		Clipper, Toenail	No file attachments; (Dangerous – potential to be used to harm self or others)

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1	Each		Nail Brush	
1	Each		Denture Case	
1	Set		Dentures	
1	Box		Denture Tablets	
1	Tube		Denture Adhesive	
1	Total	Vendor Only	Hair Clippers	This is counted as an electronic item.
1	Total	Vendor Only	Electric Razor or Beard/Mustache trimmer	Rechargeable razors are permitted. This is counted as an electronic item.
3	Total		Hair Brush, comb or pick	Nonmetal, round handle, maximum size 7" x 3"
10	Total		Ponytail Holders	Clear poly or terry cloth only. Elastic, No Metal
1	Package		Hair Rubber Bands	Maximum of 250
2	Total		Acrylic Mirror	5" x 7" Maximum
1	Total		Shaving Brush	
1	Total	Vendor Only	Personal Groomer	Nose/ear hair trimmer This is counted as an electronic item.
2	Total		Soap Container	Plastic only
4	Total		Toothbrush	
4	Total		Toothbrush case	Plastic only
1	Total		Tweezers	Plastic Only
1	Box	Vendor Only	Dryer Sheets	Maximum 120 sheets
2	Total		Bath Sponge	Loofah/Mesh
1	Total		Foot Scrubber	No metal; (dangerous – potential for harming self or others if misused)
1	Box	Vendor Only	Soap Powder / Washing Detergent	Maximum size 3.25 lbs; soap powder w/ bleach allowed; liquid prohibited. If you have a personal supply you will not be issued state soap powder.
1	Rolls	Vendor Only	Paper Towels	
1	Box	Vendor Only	Tissues	
1	Total		Baby Wipes	No more than 80 count. Must be factory sealed.
1	Pack		Emery Boards	Maximum 24 Prior Approval is required.
1	Pack		Cotton Swabs	Maximum 100 count
	Total		Non-medicated Cough Drops	From Approved Vendors Only. Up to 80 count

18. Razors

1. Upon admission and after the assessment, a physician will determine if a resident requires any precautions regarding razors.
2. **Residents will be issued safety razors upon request unless they are on the approved list for a stated issued electric razor. Safety razors must be return to staff within 60 minutes.**
3. Residents who have personal electric razors will be responsible for these including up-keep and cleaning. **Residents will be allowed to sign-up to oil electric razors.** VCBR will not be responsible for damages as a result of a resident's misuse.
4. The Psych Nurse will determine residents that will be issued state issued razors. All other residents who currently have state issued razors are responsible for the upkeep and maintenance of the razors.

19. Typewriter

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
6	Pkg.	Typewriter Correction Ribbon/Tape	Spool type or disposable cassette type.
1	Total	Keyboard Cover	Fabric or vinyl only. No double thickness (dangerous – additional fire hazard & can be used to harm self or others)
12	Pkg.	Typewriter ribbon	

20. Calculator

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
1	Each	Calculator	New, Vendor Only 10" x 7" x 3" maximum size. Battery or solar power only.

21. Content Review

- A. **Clinical** Services is responsible for approving all resident media entering the facility. All media entering VCBR must meet the following standards (among others that are specific to the individual resident): the media may not contain predominantly offensive content or gang related material, violence, sexual content, nudity or any other content deemed to be inappropriate or otherwise counter therapeutic.

All Digital Video Discs (DVDs)(**excluded R rated DVDs with unrated bonus features and nonrated/unrated DVDs with unrated bonuses features**) and Compact Discs (CDs) will be opened and searched prior to entering the VCBR Facility. This is being done in adherence to Facility Instruction 207 which states “*All incoming resident packages will be searched outside the secure perimeter of the facility prior to delivery to the resident.*” In addition to Facility Instruction 207, VCBR has an exemption to Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by DMHMRSAS/DBHDS. The specific exemption to *12 VAC 35-115-50 Dignity, C.6 and 7 Right to Communicate with Any Person by Mail or Telephone*, permits VCBR staff to open packages outside the presence of the resident.

B. Exception Process for Recorded Media:

Recorded Media is recorded material such as VCR tapes, compact disks, audio tapes, and DVDs that can be received from a non-profit agency or ordered from a Vendor.

VCBR recognizes that Recorded Media may have therapeutic benefit, Therefore a resident may request pre-approval to receive Recorded Media from an agency or Vendor not listed on the Approved Vendor List. The intent of this procedure is to allow materials that have educational or spiritual benefit and materials that have direct value in educating residents on treatment concepts. This procedure is NOT intended to allow a resident to order entertainment materials from Vendors not listed on the Approved Vendor List.

To request pre-approval to receive Recorded Media from an agency or Vendor not listed on the Approved Vendor List, a resident shall complete form Request for Pre-Approval of Recorded Media and submit it to their Treatment Associate. In consultation with Clinical Leadership, the Treatment Associate will review the request and determine if the Recorded Media has a therapeutic benefit for the resident and should be allowed. The following shall be considered when reviewing the request:

- The educational benefit of the item.
 - Documentaries that correlate with treatment concepts
 - Motivational audio recordings
 - Relaxation recordings (i.e.; soothing sounds, etc.)
 - Materials directly related to treatment content (i.e., anger management, etc.).
- The spiritual benefit of the item.

- Recorded spiritual teachings
- Classification of the Recorded Material by Vendor: Vendors typically classify recorded media as educational or spiritual, the classification of the recorded material by the Vendor should be considered when reviewing the request.
- The intent of the publisher of the Recorded Material: This process is not intended for media of entertainment value only. Recorded media intended for entertainment value may be ordered from Vendors listed on the approved Vendor list.
- If the Recorded Media is available through a Vendor on the Approved Vendor List, the Approved Vendor should be utilized.

If the request is denied, the Treatment Associate shall document the reasoning for denial and return the Request to the resident.

If the request is approved, the Treatment Associate shall document the approval and return the Request to the Resident AND submit a copy of the approved Request to the Property Department. The Property Department will maintain a copy of the approved Request for review and comparison when the package is received.

The Property Department will NOT accept the package if the Request for Pre-Approval of Recorded Media is not received.

Any Recorded Media received will be considered a package.

Recorded Media must be received directly from the Vendor and may not be received in packages that are received directly from family/community support member.

Only the approved media item may be received in the package. Should a package be received with additional items besides the approved media item, the package will NOT be processed and the resident may NOT receive ANY item in the package (including the approved resident media). The package will be confiscated and the disposition process given in the Property Guide will be followed.

C. CDs

- i. There will be a brief screening of music CDs upon arrival, and any CD with artwork or lyrics which clearly promote inappropriate sexual activity or violence will not be allowed.
- ii. A more in-depth, online check of a CD's lyrics may be conducted on a random basis.
- iii. If it is found that the lyrics clearly promote inappropriate sexual activity or violence, the CD will be considered contraband, even if this was not originally detected during the initial screening.

D. DVDs

The following content guidelines will determine the suitability of a DVD for resident:

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- a. DVDs with an NC 17 or X rating are not permitted;
- b. Director's cut versions of R-rated movies will not be approved;
- c. DVDs whose titles cannot be found in the Internet Movies Database or Netflix will not be considered for approval. Exceptions may be made for commercial DVDs for hobbies, religious purposes and other specialties.
- d. Unrated or Non-rated are generally not allowed. The following unrated/nonrated DVDs will be considered on a case-by-case basis:
 - i. DVDs produced prior to the 1960s (before the rating system)
 - ii. Documentaries

- iii. Instructional videos, such as college lectures, foreign language instruction, etc.
- iv. Unrated/Non-rated DVDs that are on the allowed list. (Each living unit will submit (3) DVDs to be considered twice (2X) a year. An updated list will be provided. Units will be notified by R.A.C. when to submit the list.

E. Allowed DVD List

- i. The Clinical Director will generate an allowed **R-Rated, UnRated/Nonrated DVD and M-Rated Game** list.
- ii. No X-rated DVDs will be allowed.
- iii. Only R-rated and Unrated/Nonrated DVDs that are on the allowed list will be approved.
- iv. **DVDs with ratings of G, PG, or PG-13 will be allowed with unrated bonus features. All other DVDs will not be opened so that resident can have the opportunity to simply return the DVD(s) to the vendor. This includes movies on the Allowed Movie List.**
- v. Each living unit will submit (5) R-rated and/or M-rated games, and three (3) Unrated/Non-rated DVDs to be considered twice (2) a year.
- vi. Units will be notified through R.A.C. when to submit the list.
- vii. Once the submitted list has been reviewed and determinations made about which one will be allowed, an updated allowed list will be posted on each living unit.

F. Non-Factory Sealed Religious CDs/DVDs

- i. Religious CDs/DVDs will count as a package.
- ii. The CD/DVD **follow the media policy.**
- iii. The CD/DVD will be screened by the **Treatment Team** within ten (10) working days.

NOTE: Ordering DVDs can be risky and expensive, as residents may not always get exactly what they ordered. Residents ordering R-Rated movies on the allowed list are responsible for ensuring that the company does not instead send the unrated version, as the unrated version will not be allowed unless it is also on the allowed list. Residents should also make sure the disk does not contain additional unapproved movies. If this happens, the entire disk will not be allowed. The resident is responsible for returning the DVDs that are not allowed.

The Film Advisory Board uses these ratings:

C-Children	(Equivalent to "G")
F-Family	(Equivalent to "G")
PD-Parental Discretion	(Equivalent to PG)

PD-M Parental Discretion-Mature	(Equivalent to PG-13)
EM—Extremely Mature	(Equivalent to R)
AO-Adults Only	(Equivalent to X)

TV Ratings are as follows:

TV-Y, TV-Y7, TV-Y7-FV and TV-G	(Equivalent to “G”)
TV-PG and TV-14	(Equivalent to “PG”)
TV-MA	(Equivalent to “R”)

Dove Approved Family “For All Ages” is considered equivalent to “G”

G. Video Games

- i. Games with rating of (M) are not permitted unless on the allowed list.

H. Video Games, CDs, and/or DVDs that contain the following content will generally not be considered suitable.

- i. Depictions of abuse of an adult, child, or animal;
- ii. Excessive or gratuitous violence or content that glorifies violence;
- iii. Content that sexually objectifies or depersonalizes other persons;
- iv. Content that justifies deviant or inappropriate sexual activity;
- v. Content that promotes antisocial attitudes;
- vi. Frontal nudity.
- vii. Depictions that promote the deliberate infliction of pain or fear on another person;
- viii. If a resident receives media with content that is not considered contraband, but is considered by his treatment team to be counter-therapeutic for him, he will be counseled about this, and his choice about whether or not to keep the media will be documented in his chart.

Note: DVDs and CDs will count as a package. Periodicals will not count as a package (i.e. subscriptions, magazines and/or newspapers).

22. Electronics

All electronic devices, including battery operated devices must come from a approved vendor, sent directly to the resident. Portable sound systems, radios, televisions, walkman, compact disc/cassette players, and/ or boom boxes (which were grandfathered in) must be equipped with an earphone jack and utilized at all times with a headset or earplug. One

(1) television antenna is allowable. (6 feet max)

Specific electronic items will have security seals attached and etching performed by Property staff to protect against tampering or alteration. Residents who refuse to have the property labeled/etched will not be allowed to receive that property items.

Seals must remain intact. Any removal of these seals by residents will result in the item being confiscated for inspection. Intentional removal of these seals may result in loss of the item. If seals need to be replaced due to normal wear and tear, it is the resident's responsibility to notify the Property Department immediately. If the maintenance of a valid warranty is of importance, it is the resident's responsibility to determine, prior to purchase of the property items, whether or not the vendor has such a policy. It is not the responsibility of the Facility if a company voids its warranty because of tagging or etching.

Once inventoried, items will be recorded in the **RMS Property Database**.

Electronic items with Wi-Fi capabilities are prohibited.

Only 6 electronic items per resident are allowed in the resident rooms. An electronic item is defined as any item that has to be plugged in to an electrical outlet in order to work. Electronic items are on a one to one exchange.

- A. No electronic items with memory cards, SD cards, USB ports, or **USB cords** will be permitted.
- B. Past, present, or future game consoles are prohibited. (i.e., Wii, Playstation 1,2,3, or 4, Xbox, Xbox 360 Xbox 1, or Nintendo. This list is not all inclusive.)
- C. VCBP employees are not responsible for repair of any resident items.
- D. Any item not on the approved property list that is grandfathered in will not be allowed out for repair. Once it is broken, the resident will need to dispose of the property (**ie controller no longer works, the console is no longer allowed**).
- E. Maximum length of all cords should not exceed 12 ft. Cords should not be connected for extension. 12 foot cords will not be allowed to run from the

ceiling and must be run 18 inches below the ceiling. Failure to use any cord properly may result in the item being removed for disposition.

F. New DVDs/Video Games /CD(s) must be factory sealed from an **approved** vendor.

G. DVD(s)

- a. All residents will be able to order DVD(s) as long as they conform to the rules previously listed **per media policy**. (page 39)
- b. Residents will be responsible for sending out excess DVDs that are listed on their inventory before exchange will occur through the VCBR Property Department. If any of the DVDs are not listed on the resident's inventory, the DVDs will be confiscated.

H. MP3, flash drives, IPODs, universal adapters **with extra attachments**, E-Readers, iPads, and cell phones are prohibited. **No charging devices for the previously listed items are allowed.**

I. No **current or future versions** of JPEG devices are allowed.

J. The maximum of any combination of the cassette tapes, game cartridges, CDs, and DVDs is 50

K. No recording devices are allowed.

L. No surround sound or additional speakers allowed.

M. All items not used appropriately will be confiscated. The disposition process must be followed.

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
		Adapter/Power cords	Only the amount required for each individual electronic unit will be allowed. Unserviceable cords may be ordered to replace existing cords on a one for one exchange. Length requirements – see page 38.
1	Total	Headphone extension cord	
	Total	Batteries (including rechargeable)	Cannot be altered for any other purpose. Must be purchased from an approved vendor.
1	Total	Charger for Rechargeable Batteries	Cannot be altered for any other purpose.
50	Total	Cassette Tapes, Game Cartridges, CD's, DVD(s)	Any combination of these items to total <u>50</u> . Games containing more than one unit will be counted as 1. All items received must be factory sealed. No blank cassette tapes or CD(s) allowed; no copied or “burnt” DVD(s) or CD(s) allowed. (nonconforming – potential to create sexually inappropriate material).
1	Binder	CD/GAME/DVD storage binder	Any combination. Maximum 50 slots. Plastic sleeves only.
1	Box	Disk Cleaning Cloth	Cloths with no added chemicals only; (dangerous – chemical can be harmful to self or others).
1	Total	Cassette/CD/Radio Combination	Walkman Style Only
1	Total	Clock	No glass, floor standing, metal or wall mounts, no radio (dangerous – altered/broken glass/metal can harm self or others; nonconforming – wall-mounts exceed storage limits).
1	Total	Book lamp or Clip-On Lamp	Clip on or stand alone. Maximum height 24”; (1) bulb capacity only
2	Total	Light bulb(s)	Energy efficient light bulbs only. No black

			light. Wattage supported by lamp. Max 60 watts. No halogen or fluorescent. 1:1 exchange
1	Total	Bulbless Night Light	
1	Each	Box Type, Oscillating, and/or Tower Fan	Box type or oscillating: 16" maximum size. Plastic Only (all parts of the fan) (dangerous – altered metal can harm self or others). Tower type: 36" maximum size. Clip type fan permitted. Pedestal style fans are prohibited.
1	Total	Tape head cleaner	Non-alcoholic solutions
1	Total	RF Modulator	
1	Total	F Connector	
1	Each	Coupler Female, Coaxial Cable, HDMI Cable	
1	Each	A-V Plugs	(1) per electronic system
1	Total	Signal Amplifier	Indoor use only; must be pre-approved.
2	Total	Headphones	10 feet maximum length of cord fully extended. No cell phone answering capabilities. Must be new and factory sealed. No microphone.
1	Total	Flat Screen Television / Flat Screen TV/DVD combo	Max screen size is 24 inches measured diagonally (Flat Screen).
1	Total	DVD Player	Blu-Ray players are not allowed.
1	Total	Antenna	Indoor use only; must be pre-approved
1	Total	Audio/Video Selector	Indoor use only; must be pre-approved
1	Total	Remote Control	One remote control per item.

23. Writing Supplies

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
2	Total	Transparent tape	No metal tips; (dangerous – potential harm to self & others). Double sided permitted. No packaging tape.
10	Total	Note book/ Note Pad / Spiral Notebook	1 Subject spiral notebook permitted only
3	Total	3-Ring Binders	Maximum Size 3 inches.
5	Total	Pocket Folders	No metal clips.
4	Total	Glue stick/ Glue Gel / Glue/ Glitter Glue	Nontoxic, no metal; (dangerous – potential harm to self & others).; Factory Sealed; Maximum size permitted up to 16 ounces Basic school glue only.
1	Total	Sheet Magnifier	8 ½ x 11; acrylic only.
100	Total	Address labels	
24	Total	Color Felt Markers	No metal; (dangerous – potential harm to self & others). Nontoxic only.
24	Total	Color Pencils	
48	Total	Crayons	Non-toxic Only
100	Total	Paper Clips	Plastic Only.
60	Total	Stamps	
100	Total	Envelopes, unstamped	Plain
6	Total	Expandable Folders	No elastic; (dangerous – potential harm to self & others). No metal; (dangerous – potential harm to self & others).
25	Total	File Folders	Pocket and manila.
Unlimited		Greeting cards	Standard size. No offensive or inappropriate content.
100	Total	Index cards	Maximum size is 4" x 6".
24	Total	Pens/Pencils	No novelty pencils. Standard size only.
1	Total	Pencil Cup	Plastic only.
12	Total	Erasers	Block and/or pencil top type.
25	Total	Plastic Sheet Protectors	
100	Sheet	Stationery Paper	300 sheets, no spiral bindings; (dangerous – potential harm to self & others).
1	Ream	Typing paper	500 sheets or 1 ream of typing paper or

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			thermal-treated typing paper.
1	Total	Zippered pad holder/portfolio	Standard or legal sized paper.
1	Each	T-Square/Triangles/Protractors	Plastic only. 12" max length.
1	Total	Ruler	12" plastic only.
1	Total	Clipboard	Plastic Clip Only
3	Total	White Out	Tape style only.

24. Publications

- a. A publication is any document consisting of two or more pages commercially printed which is stapled or bound in some fashion. **This includes calendars.** Catalogs (i.e., Union Supply, J.L. Marcus) are not counted as a package. **These items must be sent directly from the vendor. Publications from home are not allowed.**
- b. Residents may have a total of 12 publications in their possession at any one time consisting of books, magazines, newspapers and other periodicals. This limit does not include legal, religious or educational/treatment-related publications such as correspondence course materials and materials related to the Treatment program. Multiple copies will be counted individually.
- c. The allowable number of publications does not include instructional booklets that come with electronic appliances (i.e., razors, televisions, radio/cassette combination, fans, etc.). All papers, magazines, letters, etc. must be stored in footlocker.
- d. Religious Publications that meet the definition of packages will be counted as such. (See definition of *Packages* on page 7.) **These items can be ordered from any vendor, by following the Exception Process for Recorded Media located on page 33.**
- e. Educational Publications will not be counted as a package as long as it can be verified as a legitimate course (i.e. start/end date and materials that accompany this course). The Property Department must be advised in writing, in advance, of all educational material in order to keep accurate record of resident property.

25. Wall Décor

Items must be placed on walls in accordance with fire regulations. 1) At least 18" below sprinkler head of room 2) No items on the door of the room (inside or out) 3) No items on lights of room **and 4) No items in or covering the outside window.**

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
		Poster, Prints	3' x 5' maximum size: Can have two or more if added dimensions do not exceed 3' x 5'.

* **Flags are prohibited.**

26. Miscellaneous

No detailed maps/atlas are allowed.

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
2	Total	Calendar	No larger than 18"x24", no metal of any kind (dangerous – potential harm to self & others). Bonded, Vendor Only
2	Total	Glasses	Prescription/reading with case.
2	Pair	Sunglasses	Single lenses only. Clip-on permitted. Case permitted.
3	Total	Eye glass cleaning cloth	With no added chemicals.
1	Total	Contact Cleaning Solution	Maximum 16 oz.
	Total	Prescribed Contact Lenses	Reusable or Disposable (Colored contacts are prohibited)
50	Pair	Disposable Ear Plugs	
2	Total	Laundry Bag / Mesh Bag	No spring-loaded closers; (dangerous – potential harm to self & others); no metal
1	Total	Clear Backpack	Maximum size 32" x 12.6" x 13.8"; No bags w/ telescopic handle or in-line rolling wheels are permitted.
2	Sets	Sheets, Pillow-cases	Twin size only. Solid colors or abstract patterns (age appropriate). Max size 70" x 96". Must be flame retardant.
1	Total	Comforter	Twin size only. No ruffles (nonconforming – potential clinical contra-indication). No down filled (dangerous – infection control). Max size 70" x 96" Must be labeled flame retardant
2	Total	Blanket (Including a Throw)	Twin size only. No ruffles (nonconforming – potential clinical contra-indication). Must be single ply, no down filled (dangerous – infection control). Max size 70" x 96" Must be labeled flame retardant
4	Each	Bath Towel	Maximum size 30" x 60"
2	Each	Hand towel	Maximum size 12" x 24"
4	Each	Wash Cloth	Maximum size 16" x 16"
1	Each	Pillow	Standard size only; no down filled (dangerous – infection control).

1	Each	Bed Back-Rest Pillow	Max. size 19.5" (L) x 5" (W) x 22" (H); no down filled
2	Total	Eye covers	Headband style only
1	Total	Pocket Magnifier	No glass
3	Total	Photograph Albums	May have plastic inserts, but they must remain in photograph album. Fifty sheets per album; photos must be single layer per side.
125	Total	Photographs	Sent from relatives or friends, without frames. Single layer photos only allowed through mail. Computer copies allowed. 100 photos must be in albums. 25 photos may be loose.

2	Total	Shoe polish	Plastic bottles, metal can
1	Total	Shoe brush	
1	Total	Lint brush	No hidden compartments (dangerous – potential to hide contraband), plastic only
2	Total	Picture Frames	10" x 12" max, non-metal, no glass, no nails (dangerous – potential harm to self & others).
2	Packs	Iron-On Repair Patches / Iron-On hemming Band	
10	Each	Adhesive Hooks	Plastic Only
1	Each	Wallet	
2	Total	Solid Air Fresheners	
3	Total	Tree Air Fresheners	
1	Total	Key Chain	Plastic only. No bottle openers.
2	Total	Credit Cards/Debit Cards/Checkbook Deposit Book	Phase One: No Gift Cards. No Debit/Pre-paid Debit or Credit Cards. No possession of checkbooks. Phase Two: No Gift Cards are allowed. One Debit/Pre-paid Debit Card will be allowed upon Treatment Team Approval. No Credit Card or possession of checkbooks allowed. Phase Three: Gift Cards and 1 Debit/Pre-paid Debit Card and 1 Credit Card, and possession of checkbooks allowed. Deposit books are approved for all phases.

1	Total	Driver's License/State Issued ID	Approved for residents in Phase III of treatment. All other phases have the option of storing in Medical Record/HIM or send out.
1	Total	Birth Certificate	Approved for residents in Phase III of treatment. All other phases have the option of storing in Medical Record/HIM or send out.
1	Total	Social Security Card	Approved for residents in Phase III of treatment. All other phases have the option of storing in Medical Record/HIM or send out.
		Medical Equipment	Medical Department will review medical related property on a case-by-case basis.
2	Total	Exercise Equipment (i.e. strength bands, ab wheels, etc.)	Must be pre-approved and maintained in the resident's room.

27. Food Storage / Utensils

****Please be advised residents are not allowed to have personal coffee pots.****

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
4	Total	Mugs and/or Cups	Plastic only. 34-oz. max size. Seamless construction. Combination of 4.
1	Total	Sport Bottle	Clear Plastic only. No Aluminum. 34-oz. max size. Seamless construction. (4.25 cups=34oz.)
2	Total	Bowls w/ lids	Clear plastic only. 34-oz. max size. Seamless construction.
1	Box	Plastic Cutlery	Plastic forks and spoons only; no more than 48 count total.
1	Box	Toothpicks	Maximum 100 permitted
50	Each	Plastic Drinking Straws	
2	Each	Coffee/Hot Chocolate/Tea Latte/Cappuccino	Bag or Container. Maximum size 16 oz. each. Boxes with individually packaged items should be no larger than 100 count.
1	Box	Sweetener Packages	No larger than 100 count. No sugar.

Exceptions:

1	Total	Cheese	From vendors only; single serving size; Maximum size 16 oz.
50	Packets	Condiments (Ketchup, Mayonnaise, Mustard, Hot Sauce, Soy Sauce and/or Jelly)	Individual packets only. Items that require refrigeration before or after opening will not be permitted; Items past expiration date will not be permitted.
1	Each	Salt & Pepper Shakers	Disposable; Plastic only
20	Packets	Vinegar	Individual Packets Only

Note: No cookware allowed. No stainless steel items Residents that currently have stainless steel items are reminded that stainless steel is not allowed in the microwave.

28. Leisure Materials / Art and Hobby Items

- f. All games, recreation, music and hobby items **must** be purchased new, and **mailed directly from an approved vendor**. Recreation and hobby supplies must be pre-approved through the Property Committee if not found on list below.
- g. Items used for gambling will be considered contraband.
- h. Any items made in Art Classes are not to exceed the dimensions of 8"x11"x10" without written approval from the Property Committee. If an unapproved item is found in a resident's room, it will be considered contraband and will be confiscated.

QTY	UNIT	ITEM	DESCRIPTION, IF ANY
1	Each	Chess and Checker Set	Two-player sets only. No stone, metal or glass. Game pieces: Weight 3 ounces max, height 4" max.
2	Total	Board games	Will be reviewed by the Property Committee as needed.
1	Each	Cribbage Board	Plastic or wood only. Maximum size 4" x 15". No metal peg cover; (dangerous – potential harm to self & others).
1	Set	Dominos	Solid, no hollow parts (dangerous – potential to hide contraband). Maximum – standard set of double six, double nine, or double twelve.
2	Total	Jigsaw Puzzle	Puzzles will be reviewed by the Property Committee as needed.
5	Deck(s)	Playing Cards	
6	Each	Paints Not applicable to Unit 4A.	Maximum size permitted 8 oz.; Acrylic, water color or non-toxic. Paint sets will have each color included counted individually.
24	Total	Paint Brushes Not applicable to Unit 4A.	7" handle maximum length. No metal handles (dangerous – potential harm to self & others).
4	Total	Sketch Pads	18" x 24" maximum size.
1	Total	Art Portfolio	Non-leather
1	Total	Drawing / Sketch Board	Must fit in provided storage containers. No metal; (dangerous – potential harm to self & others). 18" x 24" maximum size.
1	Total	Artist's Board	18" x 24" maximum size
2	Total	Construction Paper	Maximum 2 packs, pack sizes no larger than 100 sheets. Size 8 1/2x 11

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5	Total	Artist's Panel	16" x 20" maximum size No more than 5 panels at a time.
1	Total	Tag Board	Up to 18"x 24" 1 pack maximum 100 sheets
1	Total	Card Stock	Up to 18" x 24" 1 pack maximum 60 sheets
2	Total	Canvas Boards	Up to 8"x10"
10	Total	Skein of yarn	
50	Total	Embroidery Floss	
2	Pair	Knitting Needle	Plastic only. 4.4mm to 6.5mm
4	Total	Crochet Needles/Hooks	Assorted combination permitted. Sizes may range from 4.4mm to 6.5mm. Plastic Only
2	Total	Embroidery Hoops	No metal; (dangerous – potential harm to self & others).

29. Musical Items

Request for prior approval of musical items will be reviewed by the Property Committee on a case by case basis. **All instruments, including the items listed below require prior approval.** Items must be stored appropriately; available storage space will also be considered. **All musical instruments must be headphone compatible and remain in the resident's room. Residents are only allowed to have (1) instrument at a time (i.e. guitar, banjo, etc.) USB ports are not allowed on instruments or accessories. Items with bluetooth capabilities are prohibited. All musical items must be new, and must come from an approved vendor.**

1	Total	Guitar (Acoustic or Electric)	Must have headphone capability.
1	Total	Soft Guitar Case	
1	Total	Guitar Stand	
1	Total	Keyboard	Must have headphone capability
1	Total	Keyboard Stand	
1	Pack	Guitar Picks	Plastic or Celluloid Only. No more than 24 total.
1	Pack	Strings (for Guitar)	
1	Each	Amplifier	Must have headphone jack; maximum size 12"L x 12"H x 6"W.
1	Each	Distortion pedal/Guitar	3.6"H x 7.5"D x 18 ½"W
1	Each	Banjo	Must have headphone capability
1	Each	Peg Winder	Manual Only
1	Each	Tuner	Electric

30. Sets/Kits

Sets/kits (i.e., artist supplies, stationery) are currently allowed. **Prior approval is needed when ordering kits that may contain items that are prohibited by the guide.** Item(s) in the set/kit that are not allowed will be considered contraband and the entire kit will be disposed of following the contraband disposal procedure.